



AIM Data Checklist

END OF YEAR PROGRAM PARTICIPATION COLLECTION

- ____ Verify that all students have an enrollment and no overlaps: “*Index>Student Information>Reports:>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap.*”
- ____ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes.](#))
- ____ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
- ____ Verify that all completed Special Education ERs and IEPs are locked.
- ____ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or [MT Programs: Youth Challenge](#))
- ____ Follow the [Program Participation Collection Guide](#) and/or [Program Participation Verification Guide](#) to:
 - ____ Update Military Connected Status (once checked, leave checked for the school year).
 - ____ Enter data for Title data (Targeted Title I Instructional Services by Type, Title I Support services by Type, Title I Part A Neglected, Title I Part D Delinquent).
 - ____ Enter/Verify data for Supplemental Education Services (SES).
 - ____ Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)
 - ____ Enter/Verify data for 21st Century participants.
 - ____ Enter/Verify for Foreign Exchange students.
 - ____ Enter/Verify data for Gifted/Talented students.
 - ____ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied Youth).
 - ____ Enter/Verify data for Section 504 students.
 - ____ Enter/Verify FRAM status ([FRAM Guide](#))
 - ____ Enter/Verify LEP status for students new to the program or transfer students (include Home Primary Language and Language of Impact). ([LEP Tool Guide](#))
 - ____ Enter/Verify LEP status for continuing students.
- ____ Verify Data using State Published Ad Hoc Reports:
“*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless;>student All Title I Part A; >student ALL Title 1 Part D; >student LEP”; >student EOYL Special Ed Status – Unlocked IEP; >etc.*”
- ____ ReSync enrollment data after uploading files (MT Edition users only) and/or running a process such as MT Count Date Attendance (District Edition or MT Edition Value Added users only).

All guides and documents referred to in this checklist are available at
<http://opi.mt.gov/Reports-Data/AIM/>

More Helpful AIM Links:

- _____ Review the [AIM Collection Schedule](#).
- _____ Review the [AIM New User Guide](#).
- _____ Submit an [AIM District Contacts Update Form](#).
- _____ Subscribe to the AIM Mailing List (and other lists of interest) at: [OPI Email Subscriptions](#).

**For further assistance, contact the AIM Help Desk at
opiainhelp@mt.gov or 1-888-424-6681.**